

**BY ORDER OF THE COMMANDER
UNITED STATES AIR FORCES IN
EUROPE**

**UNITED STATES AIR FORCES IN EUROPE
INSTRUCTION 32-9002**

25 APRIL 2013

Civil Engineering



**DOCUMENTING INSTALLATION
RELEASES AND PREPARATION AND USE
OF USAFE FORM 27**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: HQ USAFE/A7AR

Certified by: HQ USAFE/A7A
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Supersedes: USAFEI32-9002, 3 April 2008

Pages: 5

This instruction implements AFD 32-90, *Real Property Asset Management*, and interfaces with AFI 32-9004, *Disposal of Real Property*. It prescribes USAFE Form 27, *Air Force Real Property Inventory and Condition Report*, and explains how to document the release of Air Force real property to a Host Nation during installation closure or draw down. It applies to all installations under HQ USAFE real property jurisdiction, control, and accountability. The base civil engineering real property function is responsible for adhering to this instruction. For the complete or partial release of installations in the Federal Republic of Germany, additional provisions of USAFEI 32-9005, *Acquiring, Managing, and Disposing of Real Estate in the Federal Republic of Germany*, apply. This instruction does not apply to US Air Force Reserve Command (AFRC) or Air National Guard (ANG) units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This USAFEI has been updated to reflect current office symbols. Furthermore the documentation describing US Dollar investments to United Kingdom Ministry of Defense family housing has been clarified.

1. Documenting Installation Release. The following documents are essential to any release action and must be provided to HQ USAFE/A7AR immediately upon return of any installation:

- 1.1. 7115 report of returned installation (if partial return, clearly mark facilities returned).
- 1.2. Minutes of Return or appropriate host nation document.
- 1.3. USAFE Form 27, *Air Force Real Property Inventory and Condition Report*.
- 1.4. . AF Form 813, *Request for Environmental Impact Analysis*.
- 1.5. Statement of Commissary Store Fund/Non-Appropriated Fund investments, signed by the BCE or Deputy BCE. Statement should include an itemized listing of those facilities which had a Commissary Store Fund/Non-Appropriated Fund investment. Contact the facility management office of the local Services and/or Commissary organization and validate Non-Appropriated or Commissary Store Fund investments.
- 1.6. If applicable, USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements* and associated supporting documents describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.7. If applicable, USAFE Form 11, *UK Construction Fund Authorization* and associated supporting documents describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.8. If applicable, other documentation describing US Dollar investments to United Kingdom Ministry of Defense family housing (United Kingdom only).
- 1.9. AE FORM 405-8A-R, *Disposal of Real Estate* (Germany only).
- 1.10. AE FORM 405-8B-R, *Receipt for U.S. (Dollar And Euro) Improvements In Real Estate Released To Germany (Public Property)* (Germany only).
- 1.11. Pictures of interior and exterior of facilities being returned.
- 1.12. AF Form 1192, *USAF Installations Characteristics Report* (not required for partial returns).

2. USAFE Form 27. Use USAFE Form 27 to document the complete or partial release of an Air Force installation to a host nation. It serves as the outgoing inventory and condition report of the real property to be released. It becomes an integral part of the formal transfer document.

2.1. Form Preparation. Prepare USAFE Forms 27 after the installation has been officially announced for closure or draw down. Multiple facilities may be listed on the form. The form is self-explanatory, except:

- 2.1.1. In column (a), Facility Number, delete any zeros at the beginning of the five-digit facility number, e.g., enter 386 if the facility number is 00386.

2.1.2. Place an "X" in the appropriate column under column (d), Capital Investments Funding Source, for each facility listed. Do not enter any monetary amounts on the form.

2.1.3. Fill in column (e), Condition of Property, during the joint US-host nation inspection and inventory of facilities. Enter the appropriate numerical designation, e.g., 1, 2, or 3, to record the condition of the facility. Use the guidance at Attachment 2 to determine facility condition ratings. This guidance supersedes previously published criteria. If the host nation facility condition rating conflicts with the US rating, enter the US rating in column (e). Enter the host nation rating and explain the reasons for the discrepancy in column (f), Remarks.

2.1.4. In column (f), Remarks, record only major facility damages, such as roof caved in, heating system inoperative, electrical panel missing, etc. Do not record damages caused by fair wear and tear, such as nail holes in walls, worn carpeting, burnt out lights, etc.

2.1.5. In block 3, Real Property Manager, type or print name of the real property accountable officer authorized to release or transfer the real property to the host nation.

2.1.6. Make entries on the form in both English and the host nation language, unless advised otherwise by Real Estate Management (HQ USAFE/A7AR).

2.2. **Unilateral Reports.** If conducting a joint inventory and condition report of facilities is not feasible, the base civil engineer prepares the USAFE Form 27 unilaterally to document the scope and condition of the facilities at the time of release.

2.3. **Disagreement on Condition Ratings.** Leave column (e) blank and note host nation condition rating and US condition rating in column (f).

2.4. **United Kingdom Installations.** Royal Air Force Form 2, *Proceedings of Board of Officers, Board of Inquiry etc.*, is completed and provided by the Royal Air Force thru the Office of the local RAF Commander to the local US Visiting Forces Base Real Estate office. The Royal Air Force Form 2 is used to document the release of property including family housing and must be kept in the file at the local US Visiting Forces Base Real Estate Office. In addition, to document the condition for future residual value negotiations, use USAFE Form 27 for releases of military family housing and related supporting facilities, such as pavements, utilities, and miscellaneous structures directly related to family housing.

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The USAFE Civil Engineer

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-90, *Real Property Asset Management*, 6 Aug 2007

AFI 32-9004, *Disposal of Real Property*, 21 Jul 1994

USAFEI 32-9005, *Acquiring, Managing, and Disposing of Real Estate in the Federal Republic of Germany*, 3 Jun 2002

AFMAN 33-363, *Management of Records*, 1 Mar 2008

USAFE Form 27, *Air Force Real Property Inventory and Condition Report*, 1 Jun 1991

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

AF Form 813, *Request for Environmental Impact Analysis*, 1 Sep 1999

AF Form 1192, *USAF Installations Characteristics Report*, 23 Apr 2003

USAFE Form 11, *UK Construction Fund Authorization*, 1 May 1999

USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements*, 28 Mar 2006

AE FORM 405-8A-R, *Disposal of Real Estate*, 1 Jun 2002

AE FORM 405-8B-R, *Receipt for U.S. (Dollar And Euro) Improvements In Real Estate Released To Germany (Public Property)*, 1 Jan 2002

RAF Form 2, *Proceedings of Board of Officers, Board of Inquiry etc.*, 1 Mar 1991

Form Prescribed

USAFE Form 27, *Air Force Real Property Inventory and Condition Report*

Forms Adopted

AF Form 847, *Recommendation for Change of Publication*

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 1192, *USAF Installations Characteristics Report*

USAFE Form 11, *UK Construction Fund Authorization*

USAFE Form 100, *Supplies or Services Order under US - UK Government Agreements*

AE FORM 405-8A-R, *Disposal of Real Estate*

AE FORM 405-8B-R, *Receipt for U.S. (Dollar And Euro) Improvements In Real Estate Released To Germany (Public Property)*

RAF Form 2, *Proceedings of Board of Officers, Board of Inquiry etc.*

Acronyms and Abbreviations

AE—Army in Europe

RAF—Royal Air Force

Attachment 2

GUIDANCE ON FACILITY CONDITION RATINGS, USAFE FORM 27, COLUMN (E)

A2.1. Rate the condition of each facility according to the following criteria:

A2.1.1. **Good:** Facility is fully functional for the purpose it was designed. It requires no major repairs or maintenance to exterior or interior. All utility systems are operational. Requires only minor beautification work, such as painting, carpeting, etc.

A2.1.2. **Average:** Facility is functional, but requires minor repairs or maintenance. One utility system requires minor repairs or replacement. Exterior or interior surfaces have only minor damages.

A2.1.3. **Poor:** Facility is not functional. It requires major repairs and maintenance to the exterior, interior, or utility systems. Facility has extensive damage or is missing major components.

A2.1.4. Consider at least 50 percent of the facility area in arriving at the condition rating. An isolated discrepancy, such as a single room in a multi-room building needing carpet replacement, will not by itself affect the overall rating.

A2.1.5. Do not consider the planned reuse of the facility by the host nation to determine condition rating. Base the rating on the existing physical condition of the facility on the date of inspection.